

## eCustoms Helpdesk Notification

Number:	<b>Ref: 015/2019</b>
Subject:	<b>BTI applications going electronic</b>
Who should read:	<b>BTI applicants and holders</b>
Related Notification:	<b>N/A</b>
Issued by:	<b>eCustoms Helpdesk</b>
Queries to:	<b>Mail to: <a href="mailto:ecustoms@revenue.ie">ecustoms@revenue.ie</a></b> <b>Telephone: 01 7383677</b> <b>Outside Ireland: +353 1 7383677</b>
Issue Date:	<b>30 August 2019</b>

### 1. Introduction:

The European Commission is updating its Binding Tariff Information (BTI) application system from a manual to an electronic web-based system. The new eBTI system will be in line with the Union Customs Code (UCC) requirement that all exchange of information should be made electronically.

From the 01/10/2019 all BTI applications must be submitted electronically on the new eBTI system, which will be accessed through the EU Trader Portal, on the Europa website. From that date you will no longer be able to apply for a BTI by email, post or through MyEnquiries.

You (and your customs representative, if applicable) will need to have a valid EORI (Economic Operators Registration Identification) number and be registered for Customs and Excise (C & E) on ROS (Revenue Online Service) to access the EU Trader Portal. If already registered for Customs and Excise in ROS, please make sure your ROS Certificate is still valid. This ROS certificate will be required to access the eBTI system or to delegate access to your Representative.

### 2. What do you need to do now?

- If you (and your representative) are not registered for ROS, you should begin the registration process immediately to avoid unnecessary delays. Please see [Guide to ROS](#) for details on how to register for ROS.
- If you (and your representative) are already registered for ROS, please ensure that the registration allows access to Customs and Excise and that the ROS Certificate is valid and in date. This can be checked at [Guide to ROS](#).

- If you do not have an active EORI number, you should begin the registration process immediately, to ensure that you can apply for BTI decisions. Please see [Register-for-an-eori-number](#) for details on how to register for an EORI number.
- Once you have the required ROS certificate you can access the [EU TRADER PORTAL](#):
  - You should enter the email address to which you wish your BTI notifications to be delivered by selecting the 'person icon' on the top right-hand corner of the portal, selecting 'preferences', turning on the 'email alert' button for the BTI option and entering the relevant email address.
  - If required, you should delegate to a representative. Delegation to a representative is set up on the Uniform User Management and Digital Signature (UUM&DS) System at [UUM&DS](#). The representative can be delegated with one of two business profiles:
    - [EBTISTP Consultative](#) (Read-only access to information related to trader)
    - [EBTISTP Executive](#) (prepare, amend and submit BTI applications and related information).

### 3. What will you be able to do when the new eBTI system comes into operation?

- Submit a BTI application
- Modify the application and attach required supporting documents
- Receive notifications related to your BTI application
- Receive and respond to requests from Customs for further product information
- Check the status of the application
- Withdraw a BTI Application
- Access existing BTI decisions (BTI decisions issued before 01/10/2017, that do not have an EORI number, will not be visible on the system)
- Request a period of extended use, if relevant, when a BTI decision is revoked or invalidated
- Express a Right to be Heard

### 4. BTI Applications submitted before 01/10/2019

Please note that additional information requests related to BTI applications submitted before 01/10/2019, but initiated by Customs after 01/10/2019, will be sent to the applicant via the new eBTI system. All replies to such requests will have to be submitted through the new eBTI system.

### 5. Further Information

The Europa website includes preliminary information on the [new eBTI system](#) and details on [How to access the EU Trader Portal](#). This page will be updated as and when further information becomes available. The new eBTI system will have an Online Help manual explaining how to use the system.

Further information, including any changes to the hyperlinks given in this notification, will be published on [Revenue.ie](#) when available.

## 6. Queries on the content of this notification:

Between the date of this notice and 01/10/2019 queries in relation to specific BTI Applications should continue to be directed to the Tariff Classification Unit through MyEnquiries, email: [tarclass@revenue.ie](mailto:tarclass@revenue.ie) Tel: +353 1 7383676.

If your query is in relation to registering for ROS:

Email: [roshelp@revenue.ie](mailto:roshelp@revenue.ie)

Tel: +353 1 738 3699

If your query is in relation to registering for an EORI:

Email: [ecustoms@revenue.ie](mailto:ecustoms@revenue.ie)

Tel: +353 1 7383677